

**Undergraduate Curriculum Committee  
Minutes  
August 27, 2020 Via Zoom  
3:30-5:00**

**Members Present:** Eric Elliot, Patrice Connors (Denise McKenney), Geoffrey Gurka, Dan Schultz-Ela, Sarah Lanci, Amanda Gauthier, Sloane Milstein, Elaine Venter, Sean Flanigan, Freddy Witarsa, John Seebach, Nick Bardo, Matt Schlieff, Wayne Smith

**Members Absent:**

**Ex-officio members present:** Maggie Bodyfelt, Morgan Bridge, Amber D'Ambrosio, Janel Davis, Curt Martin, Johanna Varner

**Recording Secretary:** Aaron Osborne

**I. Announcements**

A. Moved to Unfinished Business

**II. Unfinished Business**

**A. Nominations and Election of UCC Chair for 2020-2021**

Since a UCC Chair had not been elected Spring 2020 Semester and the Vice Chair could not attend the meeting due to a class conflict, AVPAA Bridge called the meeting to order at 3:33. The first order of business was to elect the UCC 2020-2021 Chair. The AVPAA asked for nominations. Lanci nominated Eric Elliot. No other nominations were received. Eric Elliot was unanimously voted in as UCC Chair for 2020-2021. Thank you and congratulations to Eric for assuming this leadership role. AVPAA Bridge turned the meeting over to the newly elected UCC Chair.

**Announcements**

A. New Members

With several new members this year, Chair Elliott asked the committee members and ex-officio members to introduce themselves to the group.

**Unfinished Business Resumed**

A. Proposed Workflow for Minor Changes Discussion

Dr. Bridge gave a short explanation of the approval process through all three committees and the reasons to adjust the workflow for certain items, like minor changes, that need less review. Language on the document was revised. Gurka motioned and Lanci seconded based upon the updated language. The committee approved the document to move on to GCC and WCC.

B. Proposed Curriculum Manual Course Descriptions for Reserved Numbers

The document was discussed. The same document had been presented in Spring for discussion. Since several curriculum committee members were new, it was agreed upon to wait until next meeting to vote on the course descriptions, providing an opportunity for all departments to more fully review and discuss.

**III. Ex-Officio Reports**

A. Assistant Vice President of Academic Affairs for Assessment and Accreditation

AVPAA Bridge noted the important work of the curriculum committee and thanked everyone for their participation on the committee this year. It was suggested that faculty begin their proposals in Microsoft Word and then copy/paste the information into to CIM once available, which would allow work on curriculum throughout the summer.

B. Registrar

No report

C. Financial Aid

Please contact Mr. Martin if there are questions with which he can assist.

D. Library

If anyone has courses or programs to propose, please make the library aware as soon as possible, so that the librarians can factor this into their work schedules. Particularly for new programs, the library assessment can be time consuming.

E. Catalog Description Reviewer

Varner asked also that faculty work with her, even before submitting to workflow, particularly if several course descriptions will be changing.

F. Essential Learning

No Report

**IV. Curriculum Proposals**

A. No Curriculum Proposals Entertained in the August Meeting

**V. Information Items**

A. Important Dates and Deadlines for Academic Year 2020-2021 were discussed.

B. UCC Responsibility Guidelines and Review Responsibility Categories Document

Chair Elliott discussed the document. It has proven useful in the past to have committee members look at specific areas of curriculum proposals to insure the entire proposal is reviewed in depth. Committee members chose their area of focus for the coming year.

C. Chair Elliott asked that all curriculum proposals also submit any affected program proposals as a packet when submitting into CIM. Executive Committee will review only those proposals where all other proposal changes have been submitted.

D. Chair Elliott discussed that in order for course changes to appear in the Fall 21 Schedule, the curriculum proposal must be approved by UCC no later than the December meeting.

Assistant Registrar Bodyfelt explained that after UCC approval, Faculty Senate approval is also needed as well as time for Registrar's Office to add the courses before the fall registration schedule is released in mid-March.

E. Chair Elliott discussed the approval process for all curriculum proposals. Once a curriculum proposal is approved at UCC, the proposal must then be approved at Faculty Senate, first on the consent agenda and then voted on the next meeting. So even after a proposal passes UCC, there are many steps left in the approval process.

F. Osborne provided an overview of the Curriculum Committee Website, which is how faculty access CIM.

G. Osborne reported that the tentative date for CIM to reopen is September 15<sup>th</sup>.

**VI. New Business**

A. Volunteers are needed to cover for UCC Vice-Chair at WCCC meetings for Fall, since the Vice-Chair has class. WCCC Chair Smith said he had been in contact with Vice Chair McKenney, who has agreed to review all WCCC proposals before the meeting and contact WCCC Chair Smith as needed.

B. Curriculum Manual Review and Revisions will need to occur this fall, after the Reserved Course Descriptions are approved. Chair Elliot asked, particularly the new members, to look at those sections in the manual that could be improved.

**VII. Adjournment**

It was moved and seconded and with unanimous approval, Chair Elliott adjourned the meeting at 4:34.

Respectfully submitted by Aaron Osborne, 8/27/20.